



RESOURCE LIBRARY

Using the Resource Library



- Click on the **Resource Library**.
- You can access images, games, flipcharts, backgrounds, etc. by clicking on the category of your choice, selecting an item, and dragging it onto the flipchart page.

How do I add some of my favorite images from the shared library into my library?

- Open the **Shared Resource Library** and drag the image/resource out onto your flipchart area.
- Open **My Resource Library** and drag it into the area where the thumbnail would appear. You should now see that image/resource in your library.
- If you have problems with this, you may need to change your **Profile and Resource** settings under the **Main Menu - Studio Settings**.



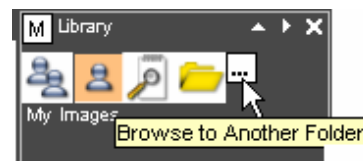
How can I easily search for content in the Resource Library?

- Open the **Resource Library** and click on the **Search for Resources** button.
- Type in the keyword you are searching for, the types of resources, and click **Search** or **Quick Search**.
- **Please note:** To enable Quick Search you need to index your Resource Library through the Activresource Manager. This takes about 5 – 10 minutes to index your library, but in the long run saves you time so you can quickly search through the shared resources available to you. Please do this at a time when you have a few extra minutes to let this operation run.
- Follow the directions below to index your shared resources:
 - In Activstudio – Click on the **Main Menu** button on toolbox.
 - Click on **Activextras – Activresource Manager**.
 - Click on the **Quick Indexer** and allow time for the program to index your resources.



How can I add images that I have found from other sources into My Library?

- If you have already found images from other sources you can easily add these to the Resource Library by clicking on the **Browse to Another Folder** button.
- Search for the folder with the pictures you wish to add, click on the folder and then select **OK**.

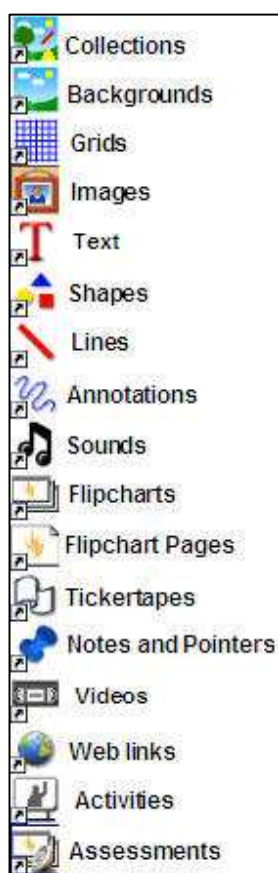




- You can also copy and paste images right on your flipchart. Copy the image and then right-click with your mouse or click the orange button on the Activpen, click Paste - From Clipboard - Image.

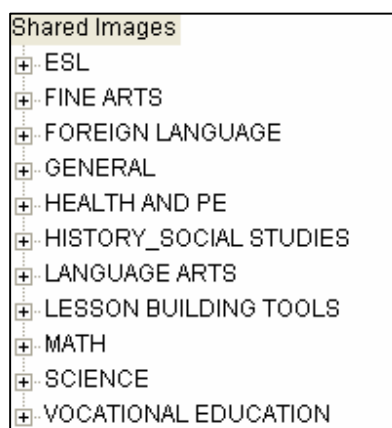
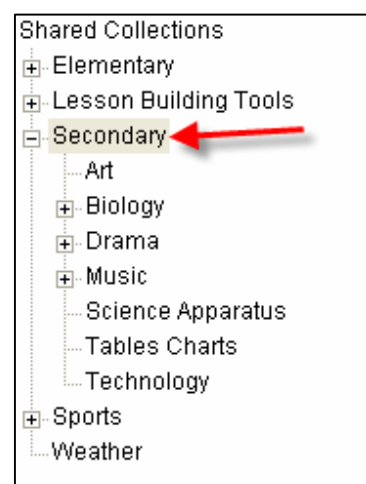



- Please be sure to check the Permissions or Terms of Use when getting images from the Internet.**

Where can I search for valuable content in the Resource Library?



- In the **Shared Collections** , click on **Secondary** and the topic that is appropriate to what you teach.
- Under **Shared Images** , click on the content area that you teach for additional images.



- Under **Shared Flipcharts** , click on the content area you teach for content specific flipcharts.

